

# Emily Kheyfets

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Strong work ethic | Fast learner | HTML experience

## Experience

### **RKD Consulting, Brooklyn, NY**

Office Assistant 06/2020 - 09/2020

- Managed clients' profiles and aided in resolving any issues
- Responsible for data entry of new clients
- Responsible for updating data of current clients

### **I.S. 98 Bay Academy, Brooklyn, NY**

Science Olympiad Event Supervisor 03/2022 - 05/2023

- Monitor events
- Organize data
- Input data into database

### **Washington State University, Pullman, WA**

Northside Cafe 08/2023 - present

- Works several hands-on positions
- Food preparation
- Cook
- Dish room

### **James Madison High School, Brooklyn, NY**

Debate Club 09/2021 - 01/2022

- Demonstrated communication skills
- Demonstrated critical thinking and analyzation skills

Guitar Ensemble Club 11/2022 - 06/2023

- Demonstrated musical ability
- Travel and perform at various venues

Music Department Librarian 03/2023 - 06/2023

- Organized and filed physical and electronic documents

**JDRF One Walk** 09/2022

- Managed food and beverage station
- Clean up

## Education

**Washington State University, Pullman, WA** Expected 05/2027

- Bachelor's of Science in Statistics & Minor in Computer Science